Charging & Remissions Policy

St. Bernadette's Catholic Primary School

Approved by:		**Date:**	February 2026
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Charging Policy in Connection with Education at St. Bernadette's Catholic Primary School, Shevington

1. General

1.1. Section 457 of the Education Act 1996 requires that every governing body of a maintained school shall determine and keep under review a policy for charges in connection with school activities and school visits.

1.2. The policy also reflects the advice issued to governing bodies, school leaders, school staff and local authorities by the DFE "Charging for School Activities" (November 2013).

1.3. The policy makes the distinction between those school activities and school visits undertaken at St Bernadette's School ("the school") for which the governing body is prohibited from charging and those school activities and school visits for which it is permitted to charge.

2. Prohibition of Charges

2.1. The school is prohibited from charging in respect of the following:- .

(a) Admission

No charge shall be made in respect of admission to the school. The only circumstances where this does not apply is when admission is for the purpose of:-

▪ part-time education suitable to the requirements of persons of any age over compulsory school age;

▪ full-time education suitable to the requirements of persons who have attained the age of 19; or

▪ training for members of the school workforce.

(b) Provision of Education

All education provided during school hours is free to a pupil who is a registered pupil at the school. There are some exceptions which are:-

(i) Music Tuition –

▪ Charges may be made for vocal or instrumental tuition provided either individually, or to a group of two or more pupils, provided that the tuition is provided at the request of the pupil's parent.

▪ The school cannot charge if the teaching is part of the national curriculum; where the tuition is part of the syllabus for a public examination for which the pupil is being prepared for by the school or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

▪ If the pupil is looked after by the Local Authority (within the meaning of Section 22(1) of the Children Act 1989) no charge may be made.

(ii) Early Years Provision –

▪ The school can charge for education which is early years provision provided that the early years provision is not made in pursuance of the duty imposed by Section 7 of the Childcare Act 2006 or for early years provision for a pupil who is of compulsory school age.

(iii) Education provided outside of school hours –

▪ No charge shall be made if it is part of the national curriculum, part of the syllabus for a prescribed public examination that the pupil is being prepared for at the school; part of religious education or early years provision in pursuance of the duty imposed by Section 7 of the Childcare Act 2006.

(c) Education provided partly during and partly outside school hours

(i) Where an activity takes place partly during and partly outside school hours a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of the syllabus for a prescribed public examination that a pupil is being prepared for at the school and not part of religious education.

(ii) The basis for determining whether the activity is deemed to take place either inside or outside school hours is if 50% or more of the time together with any connected school travelling time falls during school hours, so much of the education provided during that period as is provided outside school hours shall be treated as provided during school hours. In any other case so much of the education provided during that period as is provided during school hours shall be treated as provided outside school hours. School hours do not include the break in the middle of the day. "Connected school travelling time" means time spent during school hours by the pupils taking part in the activity concerned in getting to or from the place where the activity takes place.

(iii) Where any education is provided on a residential trip if the number of school sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip. (Half day means any period of 12 hours ending with noon or midnight on any day). It is deemed to have taken place during school hours (even if some activities take place late in the evening).

(d) Examinations

(i) Charges cannot be made in respect of an entry of a registered pupil at the school for a prescribed public examination in any syllabus for that examination for which the pupil has been prepared at the school. There are however some exceptions to the rule and these include:

▪ In terms of wasted fees where the governing body of the school have paid or are liable to pay a fee in respect of the entry of the pupil at the school for a public examination in any syllabus for that examination and the pupil fails without good reason to meet any examination requirement for that syllabus the school may recover the amount of the fee from the pupil's parent.

(e) Incidental Charges

(i) A parent of a pupil registered at a school may not be charged for or asked to supply any materials, books, instruments or other equipment for use in connection with the statutory education provided in school, or a syllabus for a prescribed examination for which the pupil has been prepared at the school.

(ii) Incidental charges may be made for the supply of any materials used in the production of an article, in the course of the education of the pupil, where the parent has indicated in advance of the payment that they wish the article to be owned by the pupil/parent.

(iii) Charges will not be made for transport provided for a registered pupil where the transfer is either incidental to the statutory education provided for the pupil at the school or is required to allow a pupil to meet any examination requirements for any syllabus for a prescribed public examination for which the pupil has been prepared at the school. For these purposes, transport is incidental to statutory education provision if it is provided for the purpose of carrying such pupils to or from any part of the school premises in which education is provided or, to and from any place outside the school premises where such provision is made.

3. Permitted Charges

3.1. Charges may be made for some activities that are known as "optional extras". Optional extras are:

(i) Education provided outside of school time that is not:

(a) part of the national curriculum;

(b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;

(c) part of religious education.

(ii) Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;

(iii) Additional transportation costs, which are not incidental to the education provided to registered pupil;

(iv) Board and lodging for a pupil on a residential visit;

(v) Music and Vocal Tuition in limited circumstances;

(vi) Certain early years provision;

(vii) The provision of facilities that can be used by the local community such as out of hours/holiday child care, summer school and sports club. Any charge that is raised will be payable by the parents of the pupil concerned and will not exceed the actual cost of providing the optional extra.

4. Voluntary Contributions

4.1. Schools may invite parents and others to make voluntary contributions, for the benefit of the school or any other school activities. However, if the activity cannot be funded without voluntary contributions the governing body and headteacher should make this clear to parents at the outset of the fact that the activity may be cancelled if insufficient contributions are received.

4.2. The governing body or headteacher must also make it clear to parents that there is no obligation to make any contribution. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

4.3. The information sent to parents and schools should make it clear at the outset what the policy for allocating places on school visits will be.

Remissions Policy in Connection with Education at St. Bernadette's Catholic Primary School, Shevington

1. General

1.1. Section 457 of the Education Act 1996 requires that every governing body of a maintained school shall determine and keep under review a policy for remissions in connection with Education at that school.

1.2. This policy also reflects the advice issued to governing bodies, school leaders, school staff and local authorities by the DFE "Charging for School Activities" (November 2013).

1.3. This policy sets out the circumstances in which the governing body propose to remit (in whole or in part) any charge which would otherwise be payable to the governing body in accordance with the Charging Policy.

2. Remissions

2.1. There will be complete remission of any charges otherwise payable in respect of board and lodging provided for a pupil on a residential trip if the education provided on the trip is in respect of any visit that takes place during school hours; on any visit that takes place outside of school hours if it is part of the national curriculum or part of a syllabus for prescribed examination that the pupil is being prepared for at the school, or part of religious education and the parent of a pupil can prove that they are in receipt of certain state income benefits.

2.2. The parent of a pupil will be exempt from paying the cost of board and lodging if they are in receipt of the state income benefits.